

Job Title: Test Analyst	
Job Evaluation Number	B948

JOB DESCRIPTION

Job Title: Test Analyst	Location: Kidlington or Southampton
Job Family: ICT	Role Profile Title: BB3 Police Staff
Reports To: Test Manager	Band level: 3R
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: Design and, execute tests, recording results and logging all deviations that occurred during testing following the fundamental test process.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Design, implement and execute testing within agreed timeframe ensuring that the overall agreed test objectives are met.
2. Take a business and operational view when analysing the system under test, in order to identify any gaps not just in software but in processes too.
3. Ensure all tests are to the appropriate standard, documented and reviewed prior to execution, with all execution recorded for audit and potential reuse.
4. Carry out exploratory testing, ensuring that the areas tested and results are documented, to support a broader risk-based approach when required.
5. Responsible for all testing activities on BAU change and small projects including planning, execution and reporting along with the production of associated quality test artefacts to ensure that the fundamental test process is followed.
6. Ensure that all testing deviations are logged and support defect management activities in order to deliver quality solutions and support risk management.
7. Advise and support business users in the delivery of User Acceptance Testing (UAT) to ensure that testing standards are maintained.
8. Work with multiple managers and project teams to deliver testing capabilities into multiple projects to both Thames Valley and Hampshire customers.
9. Contribute to the Test Team and wider ICT standards and processes to ensure that best practices are shared.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

Further Comments:

Works closely with Test Manager, Test Lead and other project and ICT staff. Collaborates with project teams and determine the testability of functional and non-functional requirements taking a

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business and operational view when analysing the system under test. Educates and supports the rest of the project team and stakeholders in relation to testing and to define 'quality'.

Works under general direction with a clear framework of delivery, plans own work but has substantial responsibility and autonomy. Seen as a subject matter expert on testing but liaises with the Business subject matter expert to ensure that the business requirement is met and the system is fit for purpose.

The role holder will work with immediate and or / wider ICT team members to share best practice whilst providing development and performance assistance when required. They will act as a subject matter expert to provide guidance and advice to all TVP staff where necessary.

Receives work in the form of specific objectives and can manage project test staff by objectives.

Works on numerous projects at the same time following the fundamental test process.

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Working understanding of functional testing, able to design and execute test cases using standard testing techniques and able to come up with different business scenarios for a feature, working with others in the team.	E
2. Understanding of test analysis, able to identify simple patterns and trends. Investigates problems and opportunities in existing processes and contributes to recommending solutions to these. Works with stakeholders to identify objectives and potential benefits available.	E
3. Understanding of non-functional testing. Able to design and execute non-functional test cases using standard testing techniques, in instructed environments. Able to come up with different business scenarios for a feature, working with others in the team.	E
4. Understanding of technical breadth, able to use a range of technologies for testing and able to use one type of tool to write test scripts. May use technologies to design and execute test cases under guidance.	E
5. Good range of skills in ICT technologies, business knowledge and project management techniques. Including knowledge of product development, testing and deployment life cycles.	E
6. Good communication skills - written and oral, customer focussed, team-worker, who is a flexible, adaptable, problem solver and able to work systematically and with little direct supervision.	E
7. Must have capability to travel to different locations across both Forces and undertake all assignments in a timely manner. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason, a full UK driving licence is considered essential.	E
<i>Additional comments:</i> * At interview, candidates will be asked to confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.	